

Tips and Reminders for Verify Lawful Presence Requests

To ensure Verify Lawful Presence (VLP) requests can be submitted through the Hub and processed by SAVE successfully, requestors need to ensure that the information they provide on the application is complete and accurate. The instructions below address common errors that prevent SAVE from processing VLP requests.

Alien Number and Card Number on Form I-551:

- When entering an Alien Number, all 9 numerical digits must be entered. Do not enter other characters or letters. If it is an older issued Alien Number, then add leading zeros to ensure 9 digits are entered.
- I-551 Permanent Resident Cards from April 2010 to the present do not designate an Alien Number on the face of the card. Instead, it is referenced as the "USCIS #" and is not preceded by an "A". The Alien Number is identified on the back of the card instead of the front. Some older issued cards may not have a card number. In these cases, enter AAA and 10 zeros into the Card Number text entry box.

I-94 Numbers:

- Enter all 11 numbers on the I-94. If the I-94 number is less than 11 digits, you must add leading zeroes.

SEVIS Number:

- When entering a SEVIS Number, remove the leading N and enter the 10 digits which begins with "0"

Naturalization Certificate and Certificate of Citizenship:

- The Naturalization Certificate and the Certificate of Citizenship number are located in the upper right hand corner of the Certificate and must be between 7 and 12 numeric characters. These Certificates also contain the Alien Number, however, Pre-1956 certificates do not contain an A Number. In this case, enter 999999999 in this field for the Alien Number.

First Names:

- Ensure first name is spelled correctly and entered as it appears exactly on the immigration document.

Surnames:

- Enter the entire surname as it appears on the immigration document. Ignore suffixes such as Jr., Sr., III, etc. Do not add periods such as Rachel St. John and instead, should be entered as Rachel St John.

If a field requires an input, please enter the appropriate number. Do not leave it blank.

Reverify and Resubmit:

- **Reverify** - If SAVE detects a name or document number mismatch resulting in initial verification failure, it will notify the requestor. The requestor has the ability to correct the field(s) in error and reverify through Step 1A. Once the applicant is given the opportunity to revise the information in these fields, the requestor should invoke Step 1A through *ReVerifyAgency3InitVerif*.
- **Resubmit** – If SAVE detects a SEVIS ID for an individual that was not attested to on the application, it will notify the requestor. The requestor has the ability to input the SEVIS ID and resubmit through Step 1B. Once the applicant is given the opportunity to provide their SEVIS ID, the requestor should invoke Step 1B through *SubmitAgency3DHSResub*.